

## Appendix J

**EQUAL EMPLOYMENT OPPORTUNITY OFFICE**

1. Serves as the principal Equal Employment Opportunity (EEO) and Equal Opportunity (EO) staff advisor to the Commanding General and Division Engineer and other senior leaders on all management policies, practices, and guidelines which affect minorities and women. Sets objectives for the Division that also support overall, higher-level objectives and ensure consistency in achievement of EEO goals.
2. Provides program and staff leadership: Plans, manages, monitors, and evaluates the development and implementation of the Division EEO/EO program, Affirmative Employment Program Plan (AEPP), and administration of the discrimination complaints program.
3. Develops and publishes guidance to Districts to assist in program implementation and management of EEO goals and objectives and assures that policy from higher headquarters is properly implemented.
4. Conducts ongoing program evaluation to ensure that the Division's EEO program objectives are met by forecasting the EEO caseloads and associated resource needs, establishing effective priorities for organizational direction and action, and ensuring that the program is in compliance with legal and regulatory requirements.
5. Manages, monitors, and evaluates the Corps of Engineers Early Resolution Program (CEERP) and processes allegations of discrimination where there is a change of venue due to conflict of interest (AR 690-600). When required, mediates, negotiates, and presents recommendations for solution.
6. Functions as the Career Program Manager for Career Program 28 by managing and providing career advice and assistance to EEO careerists, interns, and applicants. Monitors program implementation for compliance and achievement of objectives.
7. Serves as the regional Corps interface (community liaison representing the Commanding General and Division Engineer) with State, City, other regional offices, and non-federal entities (concerned with EEO/EO issues) within the Division boundaries.
8. Serves in an advisory capacity on all group meetings, boards, committees, or panels having responsibility for making decisions or recommendations that change personnel policy and/or manpower levels.
9. Conducts annual EEO program command inspection and staff assistance visits to the Districts.
10. Provides technical support and policy guidance to District and field office EEO programs.

11. Ensures that EEO and related training is planned and conducted annually to meet the needs of the Division and the requirements of Headquarters, U.S. Army Corps of Engineers (USACE).
12. Serves on corporate selection panels and reviews senior personnel selection actions for consistency in application of EEO policies and AEPPs.
13. Prepares and submits all required EEO reports generated by higher authorities.
14. Oversees the Department of Army Consideration of Others Program for the Division.